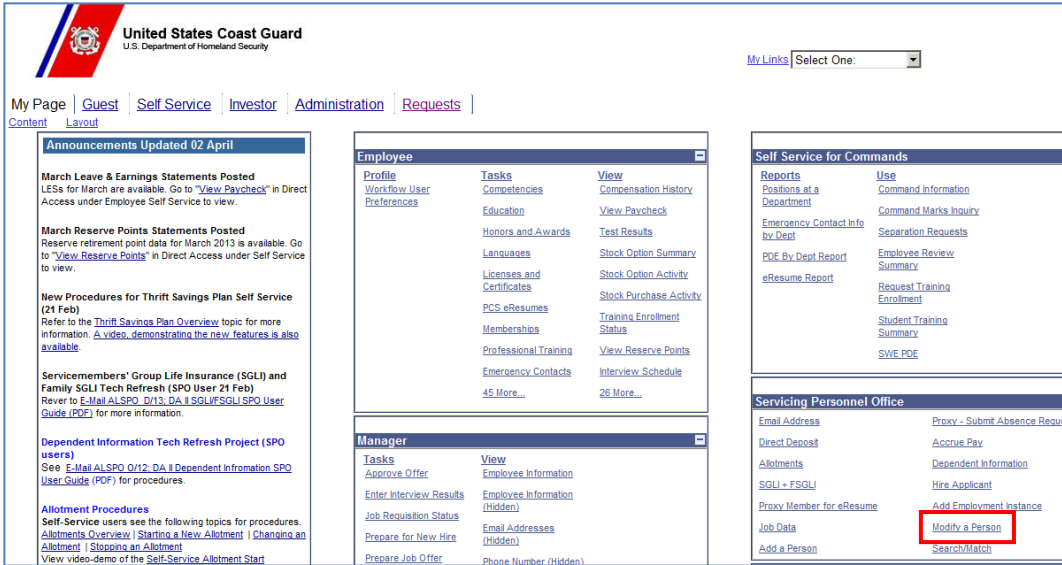
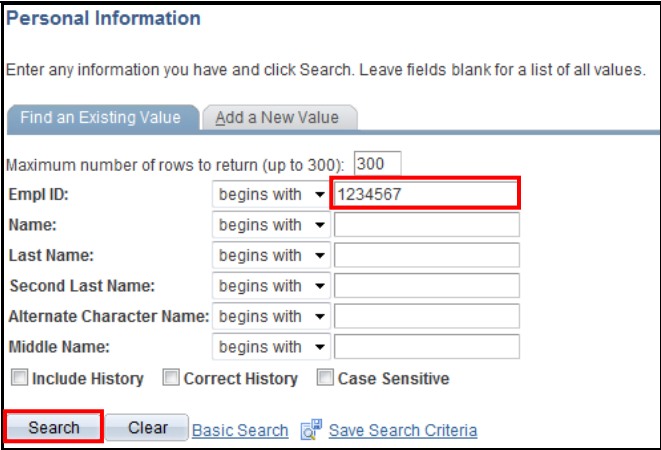


CADET - Rehire

The following procedures are used for the CADET Rehire process.

This process is used for accessing cadets that had previously been issued an Employee ID number.

Only complete data entries are indicated. All other fields are to be left at the default data or blank.

Step	Action
1	 <p>From the Portal Page, select Modify a Person from the Servicing Personnel Office pagelet.</p>
2	 <p>Enter the members Employee ID number or use other options to locate previous data.</p> <p>Click the Search button.</p>

3

Biographical Details | Contact Information | Regional

Mickey Mouse Person ID: 1234567

Name Find | View All | First 1 of 1 Last

Effective Date: 07/23/2012

Format Type: English

Display Name: Mickey Mouse View Name

Biographic Information

Date of Birth: 06/26/1993 20 Years 1 Months

Date of Death:

Birth Country: USA

Birth State:

Birth Location: Waive Data Protection

Biographical History Find | View All | First 1 of 1 Last

*Effective Date: 07/23/2012

*Gender: Male

*Highest Education Level: C-HS Graduate or Equivalent

*Marital Status: Single As of: 07/23/2012

Language Code:

Alternate ID:

Full-Time Student

National ID Customize | Find | View All | First 1 of 1 Last

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	111-22-3333	<input checked="" type="checkbox"/>

You must click the + sign to create a new job row

The member's previous information will be displayed.

Click the "+" button to add a row.

4

Biographical Details | Contact Information | Regional

Mickey Mouse Person ID: 1234567

Name Find | View 1 First 1-2 of 2 Last

*Effective Date: 08/15/2013

*Format Type: English

Display Name: Mickey Mouse Edit Name

Effective Date: 07/23/2012

Format Type: English

Display Name: Mickey Mouse View Name

Biographic Information

Date of Birth: 06/26/1993 20 Years 1 Months

Date of Death:

Birth Country: USA United States

Birth State:

Birth Location: Waive Data Protection

Biographical History Find | View All | First 1 of 1 Last

*Effective Date: 07/23/2012

*Gender: Male

*Highest Education Level: C-HS Graduate or Equivalent

*Marital Status: Single As of: 07/23/2012

Language Code:

Alternate ID:

Full-Time Student

National ID Customize | Find | View All | First 1 of 1 Last

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	111-22-3333	<input checked="" type="checkbox"/>

Job row will now read 1 of 2 vice the previous 1 of 1.

The effective date will default to the current date. This date should be edited to reflect the **date of hire**.

Click the **Edit Name** button if the member had a name change and edit.

4
cont'd

Edit Name

English Name Format

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Display Name:

Formal Name:

Name:

Enter member's **complete** (spell out) name, when finished click the **OK** button.

You will be returned to the Biographical Details Tab.

5

Biographical Details **Contact Information** Regional Organizational Relationships

Easy Money Person ID: NEW

Name Find | View All | First 1 of 1 | Last

*Effective Date: 08/15/2013

*Format Type: English

Display Name: Easy Money Edit Name

Biographic Information

Date of Birth: 04/10/1990 23 Years 4 Months

Birth Country: USA United States

Birth State: KS Kansas

Birth Location: Topeka Waive Data Protection

Biographical History Find | View All | First 1 of 1 | Last

*Effective Date: 08/15/2013

*Gender: Male

*Highest Education Level: C-HS Graduate or Equivalent

*Marital Status: Single As of: 08/15/2013

Language Code: English

Alternate ID: Full-Time Student

National ID Customize | Find | View All | First 1 of 1 | Last

*Country: USA

*National ID Type: National ID

Social Security Number: 011-22-5454 Primary ID

Save Notify Refresh Add Update/Display Include History Correct History

The Effective Date defaults to the current date. It may be edited to a previous actual hire date. **It cannot currently be future dated.**

- Date of Birth: Should default from previous, if not enter date of birth.
- Birth Country: Should default from previous, if not enter birth country. If selecting other than USA, other fields may be displayed.
- Birth Location: City/Town of birth.

If Biographical History information is not correct, **click the +** and update as applicable.

- Gender: Click the dropdown and select appropriate gender.
- Highest Education Level: Click the dropdown and select education level.
- Marital Status: Click the dropdown and select applicable status.
- Language Code: Click the dropdown and select English.
- National ID: Enter the member's Social Security Number.

When completed, select the **Contact Information Tab**.

6

Biographical Details **Contact Information** Regional

Mickey Mouse Person ID: 1234567

Current Addresses Customize | Find | View All | First 1-2 of 2 | Last

Address Type	As Of Date	Status	Address		
Home	07/23/2012	A	1 Buena Vista Drive Orlando, FL 12345	Edit/View Address Detail	+ -
Mailing	07/23/2012	A	1 Buena Vista Drive Orlando, FL 12345	Edit/View Address Detail	+ -

Phone Information Customize | Find | View All | First 1 of 1 | Last

*Phone Type Telephone Extension Preferred

Email Addresses Customize | Find | View All | First 1 of 1 | Last

Email Type	Email Address	Preferred
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>

Instant Message IDs Customize | Find | View All | First 1 of 1 | Last

*Network ID	*IM Protocol	*IM Domain	Preferred
			<input type="checkbox"/>

The system defaults the first address as Home and the As Of Date will be a previous data-entry date.

Select the **Edit/View Address Detail** link.

7

Address History
Address Type: Home

Address History Find First 1 of 1 Last

*Effective Date: 06/23/2012 Address: Address:
Country: USA
*Status: A
[Add Address](#)

Click the “+” button to add a new row.

Click the Add Address link.

Address History
Address Type: Home

Address History Find First 1-2 of 2 Last

*Effective Date: 08/15/2013 Address: 1 Buena Vista Drive
Country: USA Orlando FL 12345
*Status: A
[Add Address](#)

Effective Date: 06/23/2012 Address: 1 Buena Vista Drive
Country: USA Orlando FL 12345
Status: A

Job row will now
read 1 of 2 vice the
previous 1 of 1.

The effective date defaults to the current date and may be edited to reflect the correct date of hire. This date currently cannot be future dated.

Select the **Add Address** link.

8

Edit Address

Country: United States

Address 1: 1 Coin Street

Address 2:

Address 3:

City: Topeka State: KS Kansas

Postal: 12345

County: Shawnee

OK Cancel

Address 1: Number/street name

Address 2: Not used

Address 3: Not used

City: Enter address city

State: Enter Address state

Postal: Enter Postal Zip code

County: Enter county (if known)

Click the **OK** button.

9

Address History

Address Type: Home

Address History

Find First 1 of 1 Last

*Effective Date: 08/15/2013

Address: 1 Coin Street

Country: USA

Topeka KS 12345

*Status: A

[Add Address](#)

OK

Cancel

Refresh

The address will display as entered.

Select the **OK** button.

10

Current Addresses

Customize Find View All First 1-2 of 2 Last

Address Type	As Of Date	Status	Address		
Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail	+ -
Mailing	07/23/2012	A	1 Buena Vista Drive Orlando, FL 12345	Edit/View Address Detail	+ -

The new Home address has been recorded. Click the Edit/View Address Detail link to record a new Mailing Address.

11

Repeat the procedures in step 7 thru 9 to record a new Mailing Address.

12

Current Addresses

Customize Find View All First 1-2 of 2 Last

Address Type	As Of Date	Status	Address		
Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail	+ -
Mailing	08/15/2013	A	15 Mohegan Avenue Box 1111 New London CT 54321	Edit/View Address Detail	+ -

The new Home and Mailing address will display as updated.
To add **Home of Record (HOR)** repeat procedures in step 7 thru 9.

13

Biographical Details

Contact Information

Regional

Easy Money

Person ID: 1234567

Current Addresses

Customize Find View All First 1-2 of 2 Last

Address Type	As Of Date	Status	Address		
Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail	+ -
Mailing	08/15/2013	A	15 Mohegan Avenue Box 1111 New London, CT 54321	Edit/View Address Detail	+ -

Phone Information

Customize Find View All First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred		
				+ -	

Email Addresses

Customize Find View All First 1 of 1 Last

Email Type	Email Address	Preferred		
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>		

Instant Message IDs

Customize Find View All First 1 of 1 Last

*Network ID	*IM Protocol	*IM Domain	Preferred		
			<input type="checkbox"/>	+ -	

Save Return to Search Notify Refresh

Add Update/Display Include History

The Phone Information, Email Address and Instant Message IDs are left blank.

Select the **Regional** Tab.

The new Home address has been recorded. Click the Edit/View Address Detail link to record a new Mailing Address.

14

Click the Ethnic Group lookup and select the appropriate category. If member claims other than one ethnic group, click the “+” button and add Hispanic or Non-Hispanic or for any additional group designation. All other data fields are left blank.

Click the **Save** button.

You should navigate to the members Job Data. If not, select Job Data from the appropriate pagelet.

15

Additional
step
required:
See below

All previous Job Data entries will have been imported from the member’s prior-service database record.

Additional Step Required When Accession Immediately Preceded by Discharge:

If the member was discharged the day prior to the date of accession, you must change the Effective Sequence field from “0” to “1.” This condition creates two jobs rows with the same effective date and allows you to process a Rehire.

15
Cont.

If for any reason you do not complete the Job Data during this session, you use the **Add Employee Instance** link in the HR Data Shortcuts pagelet. Enter the Employee ID number and you will be returned to member's Job Data. All previous Job Data entries will have been deleted and will need to be reentered.

Do not use the Add Employee Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using Modify a Person or Job Data links.

You must be in the **Correct history Mode**. Click on the "+" to add a new row.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Easy Money Empl ID: 1234567
Employee Empl Record: 0

Military Service:

Work Location Find First 1 of 1 Last

*Effective Date: 08/15/2013 Go To Row + -

Effective Sequence: 0 *Action: Rehire

HR Status: Active Reason: Rehire

Payroll Status: Active *Job Indicator: Primary Job

Calculate Status and Dates

Position Number: 00060344 UNBUDGETED POSITION
Use Position Data

Position Entry Date: 08/15/2013

Position Management Record

*Regulatory Region: AD Active Duty

*Company: ACG Active CG

*Business Unit: CADCG Cadets CG

*Department: 004311 ACADEMY - CADETS

Department Entry Date: 08/15/2013

*Location: CT0032 CG ACADEMY - CADETS

Establishment ID: Date Created: 07/25/2012

Last Start Date: 07/23/2012

Expected Job End Date:

The effective date defaults to the current date. Edit the date to the date of hire. **This date may be future dated to reflect actual hire date.**

Action: Click the drop down and select **Rehire**.

Reason: Click the drop down and select **Rehire**.

Position Number: Enter the appropriate Position Number. For hire as CADET enter 00060344. You may click on the lookup button to search for other position numbers (depending upon the situation).

Position Entry Date: Date of Hire.

Click the **Override Position Data** button.

15
cont.

The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location should default as shown. If they do not, click the lookup button and set them to:

- Regulatory Region: AD
- Company: ACG
- Business Unit: CADCG
- Department: 004311
- Department Entry Date: Date of Hire
- Location: Default with data matching Department entered.

Position Number: 00060344 UNBUDGETED POSITION
Use Position Data

Position Entry Date: 08/15/2013
☐ Position Management Record

*Regulatory Region: AD Active Duty
*Company: ACG Active CG
*Business Unit: CADCG Cadets CG
*Department: 004311 ACADEMY - CADETS
Department Entry Date: 08/15/2013
*Location: CT0032 CG ACADEMY - CADETS
Establishment ID:

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Easy Money... Empl ID: 1234567
Employee Empl Record: 0

Military Service:

Work Location Find First 1 of 1 Last
Go To Row: + -

*Effective Date: 08/15/2013
Effective Sequence: 0 *Action: Rehire
HR Status: Active Reason: Rehire
Payroll Status: Active *Job Indicator: Primary Job
Calculate Status and Dates

Position Number: 00060344 UNBUDGETED POSITION
Use Position Data

Position Entry Date: 08/15/2013
☐ Position Management Record

*Regulatory Region: AD Active Duty
*Company: ACG Active CG
*Business Unit: CADCG Cadets CG
*Department: 004311 ACADEMY - CADETS
Department Entry Date: 08/15/2013
*Location: CT0032 CG ACADEMY - CADETS
Establishment ID: Date Created: 07/25/2012

Last Start Date: 07/23/2012
Expected Job End Date:

Military
Training Pay Code:
Reserve Class Code:

Job Data Employment Data Benefits Program Participation

Click on the **Job Information** Tab.

16

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Easy Money ...		Empl ID: 1234567			
Employee		Empl Record: 0			
Military Service:					
Job Information Find First 1 of 1 Last					
Effective Date:	08/15/2013	Action:		Rehire	
Effective Sequence:	0	Reason:		Rehire	
HR Status:	Active	Job Indicator:		Primary Job	
Payroll Status:	Active			Current	
*Job Code:	209898	Coast Guard Academy Cadet			
Entry Date:	08/15/2013				
Supervisor Level:					
Supervisor ID:	1234567	Lose Change			
Reports To:					
*Regular/Temporary:	Regular	*Full/Part:		Full-Time	
Empl Class:	AD	*Officer Code:		None	
*Regular Shift:	N/A	Shift Rate:			
*Classified Ind:	Classified	Shift Factor:			
Standard Hours					
Standard Hours:	40.00	Work Period:		W Weekly	
FTE:	1.000000				
<input type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override			
Contract Number					
Contract Number:		Next Contract Number			
Contract Type:					

Job Code: Enter 209898 (Coast Guard Academy CADET) and Tab.

Supervisor ID: Enter the Employee ID for the CGHRSUP that will be approving the accession.

Employee Class: Click on the drop-down and select **AD**.

Click on the **Job Labor Tab**.

17

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Easy Money		Empl ID: 1234567			
Employee		Empl Record: 0			
Military Service:					
Labor Information Find First 1 of 1 Last					
Effective Date:	08/15/2013	Action:		Hire	
Effective Sequence:	0	Reason:		New Position	
HR Status:	Active	Job Indicator:		Primary Job	
Payroll Status:	Active			Current	
Bargaining Unit:					
Labor Agreement:	ENL	Active Component Enlisted			
Labor Agreement Entry Dt:	08/15/2013				
Employee Category:					
Employee Subcategory:					
Employee Subcategory 2:					
<input type="checkbox"/> Position Management Record					
Union Code:					
Union Seniority Date:					
Works Council ID:					
Labor Facility ID:					
Entry Date:					
<input type="checkbox"/> Stop Wage Progression					
<input type="checkbox"/> Pay Union Fee					
<input type="checkbox"/> Exempt from Layoff Reason:					

Labor Agreement: Click on the lookup icon and select **ENL**.

The **Labor Agreement Entry Dt** will default to date of hire.

Click on the **Job Labor Tab**.

[Easy Money](#)
 Employee

Empl ID: 1234567
 Empl Record: 0

Military Service:

Labor Information Find First 1 of 1 [Go To Row](#)

Effective Date: 08/15/2013
 Effective Sequence: 0
 HR Status: Active
 Payroll Status: Active

Action: Hire
 Reason: New Position
 Job Indicator: Primary Job

Current

Bargaining Unit:

Labor Agreement: **ENL** Active Component Enlisted

Labor Agreement Entry Dt: **08/15/2013**

Employee Category:

Employee Subcategory:

Employee Subcategory 2:

☐ Position Management Record

Union Code:

Union Seniority Date:

Works Council ID:

Labor Facility ID:

Entry Date:

☐ Stop Wage Progression
☐ Pay Union Fee
☐ Exempt from Layoff

Reason:

Assigned Seniority Dates Customize Find **View All** First 1-5 of 15 Last

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Labor Agreement: Should default to ENL

Labor Agreement Entry Dt: **Edit to reflect the date of hire.**

Scroll down the page to **Assigned Seniority Dates** and select **View All**.

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
AD PAY SCALE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DEP DATE			<input type="checkbox"/>	
CMA DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
CURRENT AD DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DIEMS DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
EXPECTED AD TERM DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
EXPECTED LOSS DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
JOB FAMILY ENTRY DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
MIL OBLIGATION COMPL DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
PAY ALLOWANCE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
POINTS SWE DATE			<input type="checkbox"/>	
PAY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DATE OF RANK	209898	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
ROTATION DATE			<input type="checkbox"/>	

Only enter dates as indicated. All other fields are blank.

- Active duty Base Date: Date of Hire (see below)
- AD Pay Scale Date: Date of Hire
- CMA Date: (this date will vary per Ch 3 PAYMAN)
- Current AD Date: Date of Hire
- DIEMS Date: Date of Hire (see below)
- Expected AD Term Date: 6 years from accession minus 1 day
- Expected Loss Date: 8 years from accession minus 1 day
- Job Family Entry Date: Date of Hire
- Mil Obligation Completion date: 8 years from accession (or completion date if prior service per below).
- Pay Allowance Date: Date of Hire
- Pay Base Date: Date of Hire (or recalculated if prior service)
- Date of Rank: Date of Hire

If member has prior military service:

- Calculate constructive Active Duty Base Date.
- Diems date will be the date the member first became a member of the armed forces, **including delayed entry**.
- Military Obligation Completion date: Completion date if member had previously completed MSO.

Click on the **Payroll Tab**.

20

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation

Easy Money Empl ID: 1234567
Employee Empl Record: 0

Military Service:

Payroll Information Find First 1 of 1 Last

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job Current

*Payroll System: Global Payroll

Global Payroll

Pay Group: **USCG STG** USCG AD Staging Paygroup

Setting

☒ Use Pay Group Eligibility

☒ Use Pay Group Rate Type

☒ Use Pay Group As Of Date

Holiday Schedule:

Eligibility Group:

Exchange Rate Type:

Use Rate As Of:

Should default to USCG STG.

Click on the **Salary Plan** Tab.

21

Work Location Job Information Job Labor Payroll **Salary Plan** Compensation

Easy Money Empl ID: 1234567
Employee Empl Record: 0

Military Service:

Salary Plan Find View All First 1 of 1 Last

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job Current

▼ Military

Rank: Rank Entry Date:

Worn Rank:

Worn Rank Type:

Skill Grade:

Salary Admin Plan: **CDT**

Grade: **CDT**

Step: **1**

Grade Entry Date: 08/15/2013

Step Entry Date: 08/15/2013

☐ Includes Wage Progression Rule

Salary Admin Plan: Should default to **CDT**. If not, click on the lookup icon and select CDT.

Grade: Click the lookup icon and select CDT.

Step: Enter the appropriate step.

Step Entry Date: Should default to date of Hire.

If Prior Military Service: Click on the Step lookup icon and select the appropriate step. The step corresponds to a member's longevity for pay purposes. In this example 1 = less than 2 years military service, then Tab.

Click on the **Compensation** Tab.

22

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Easy Money Employee Empl ID: 1234567 Empl Record: 0

Military Service:

Compensation Find First 1 of 1 Last

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job Current

Compensation Rate: 495.00 USD *Frequency: Semimonthly

Comparative Information

Pay Rates

Default Pay Components Contract Change Prorate Option

Pay Components Customize Find First 1 of 1 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	0	990.000000	USD	M			

Calculate Compensation

Job Data Employment Data Benefits Program Participation

Click on the **Default Pay Components** button. This will update the **Compensation Rate** data.

Click the **Employment Data** link.

23

Employment Information

Easy Money Employee Empl ID: 1234567 Empl Record: 0

Military Service:

Organizational Instance

Organizational Instance Rcd: 0 Original Start Date: Override

Last Start Date: First Start Date:

Termination Date: Years Months Days

Org Instance Service Date: Override

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 08/15/2013 First Assignment Start: 08/15/2013

Assignment End Date:

Home/Host Classification: Home Years Months Days

Company Seniority Date: Override

Benefits Service Date: Override

Seniority Pay Calc Date: Override

Probation Date:

Professional Experience Date: Last Verification Date:

Business Title: Coast Guard Academy Cadet Position Phone:

Military

USA

Appointment End Date: Owns 5% (or More) of Company

Accrue Tenure Services FTE for Tenure Accrual:

Sponsor Code: FTE for Flex Service Accrual:

Job Data Employment Data Benefits Program Participation

Do not enter Term of Enlistment here: this is now entered in **Contract Data**.

Click the **Benefits Program Participation** link.

24

Easy Money
Employee

Empl ID: 1234567
Empl Record: 0

Military Service:

Benefit Status Find First 1 of 1 Last
Go To Row

Benefit Record Number: 0
Effective Date: 08/15/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
Action: Hire
Reason: New Position
Job Indicator: Primary Job

*Benefits System: Base Benefits
Annual Benefits Base Rate: USD
Benefits Employee Status: Active

Benefits Administration Eligibility

BAS Group ID:
Elig Fld 1:
Elig Fld 2:
Elig Fld 3:
Elig Fld 4:
Elig Fld 5:
Elig Fld 6:
Elig Fld 7:
Elig Fld 8:
Elig Fld 9:

Benefit Program Participation Find View All First 1 of 1 Last
Effective Date: 08/15/2013
Benefit Program: ACG
Currency Code: USD
CG/NOAA Active Deduction Prog

[Job Data](#) [Employment Data](#) Benefits Program Participation

Benefit Program participation. Click the “+” to add a new row.

Ensure Benefits System reads: **Base Benefits**

Effective Date: Edit to reflect the **date of hire**.

Benefit Program: Click the lookup icon and select **ACG**.

Click the **Job Data** link.

25

Easy Money
Employee

Empl ID: 1111111
Empl Record: 0

Military Service:

Work Location Find First 1 of 1 Last
Go To Row

Effective Date: 08/15/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
Action: Hire
Reason: New Position
Job Indicator: Primary Job
Calculate Status and Dates

Position Number: 00095687
Use Position Data
Position Entry Date: 08/15/2013
Position Management Record

*Regulatory Region: RSV
*Company: ACG
*Business Unit: ENLCG
*Department: 002817
Department Entry Date: 08/15/2013
Location: VA0323
Establishment ID:
Date Created: 08/15/2013

Last Start Date: 08/15/2013
Expected Job End Date:
Military
Reserve Class Code:
Component Category:
Job Data [Employment Data](#) [Benefits Program Participation](#)

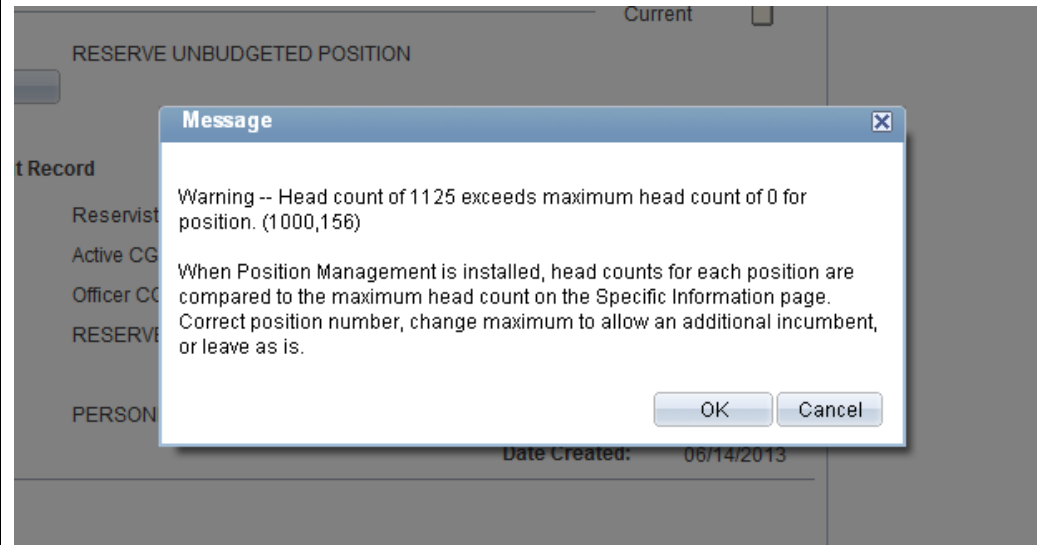
OK Cancel Apply

Click the **OK** button.

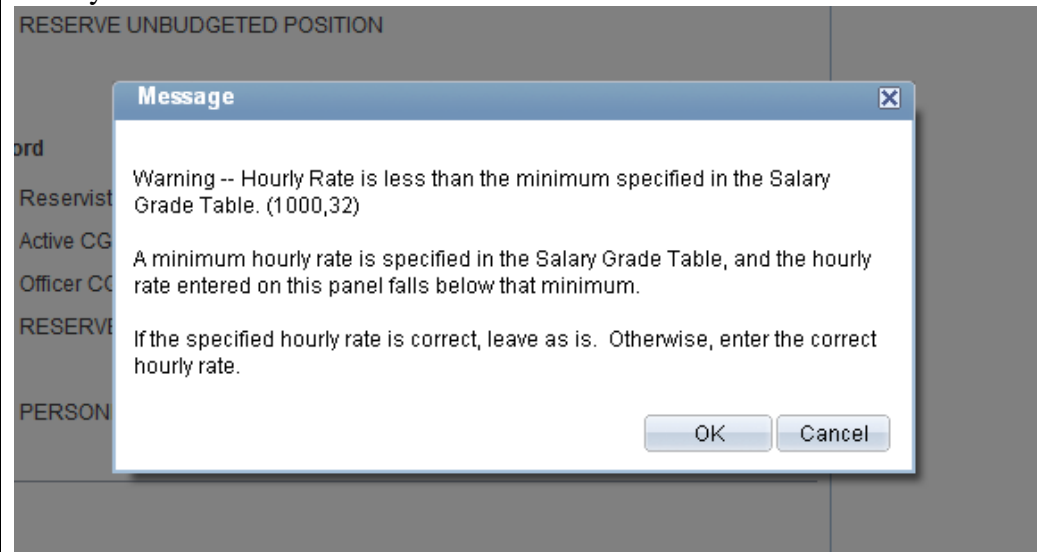
26

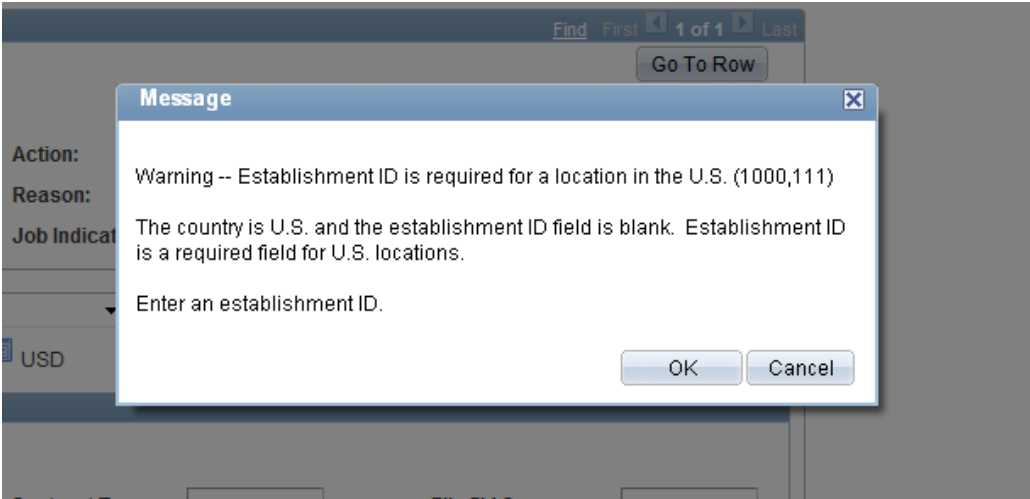
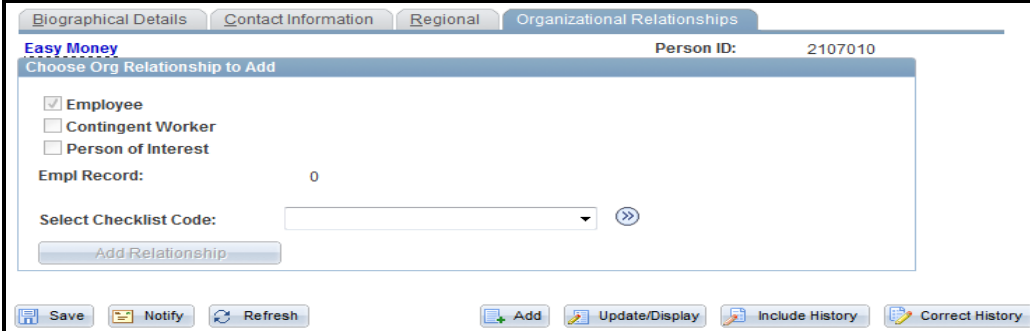
You will receive several “Warning” messages:

Head Count – Click the OK button.



Hourly Rate – Click the OK button.



<p>26 cont.</p>	<p>Missing Benefit Program Enrollment – Click the OK button</p> <p>Establishment ID Click the OK button.</p> 
<p>27</p>	<p>After a successful Save you will be returned to the Organizational Relationships Tab.</p> 

Accession Approval

Introduction

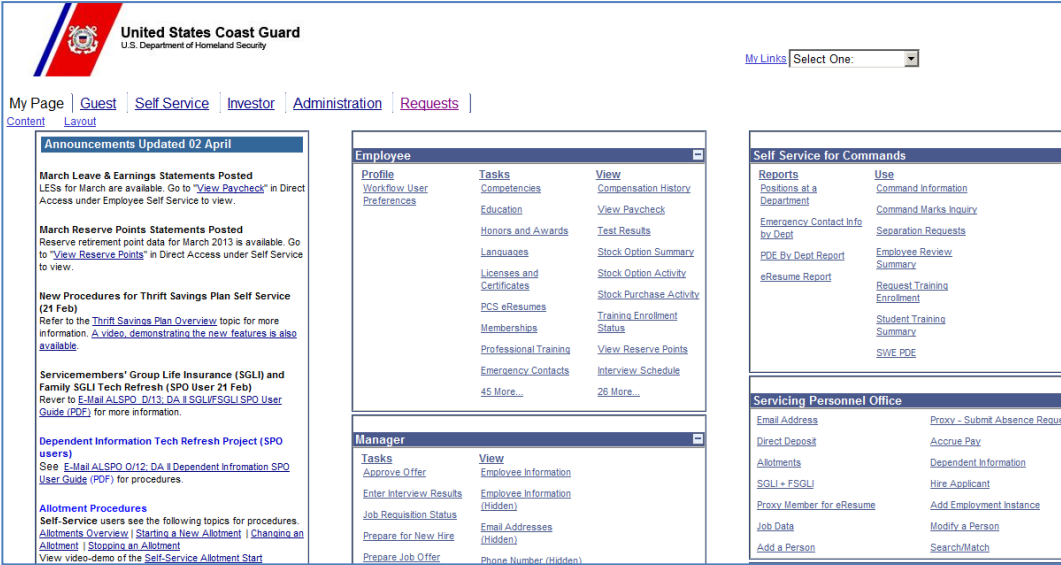
This section provides the procedure for approving an accession.

Discussion

SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

Procedure

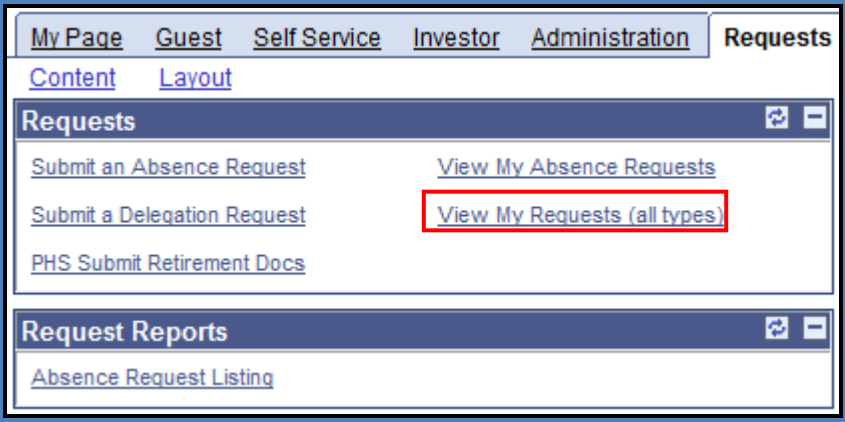
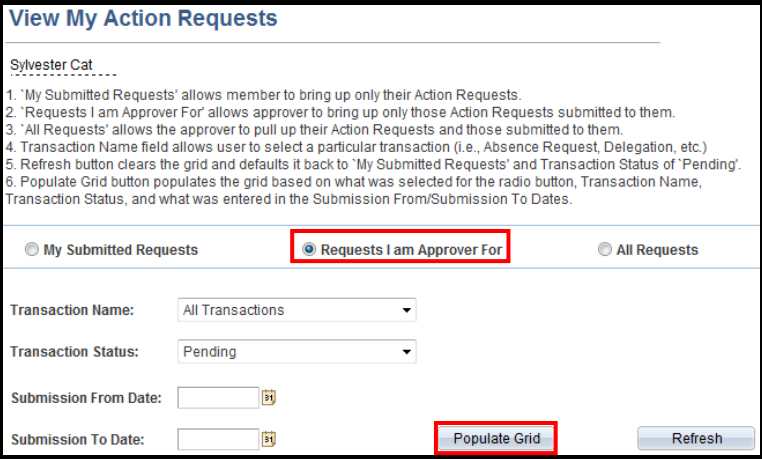
Follow these steps to approve an accession.

Step	Action
1	<div></div> <p>As approver you should review/audit the accession process prior to approval.</p> <p>From the Portal Page you click the Modify a Person and Job Data links for review/audit. Once you have completed review, follow the procedures below for approval.</p> <p>From the Portal Page, select Requests located at the top of the page.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
2	<div></div> <p>Click the View My Requests (all types) link.</p>
3	<div></div> <p>Select the Requests I am Approval For radio button.</p> <p>The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters.</p> <p>Click the Populate Grid button.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step

4

Action

View My Action Requests

Sylvester Cat

1. 'My Submitted Requests' allows member to bring up only their Action Requests.
2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

☐ My Submitted Requests

☒ Requests I am Approver For

☐ All Requests

Transaction Name: All Transactions

Transaction Status: Pending

Submission From Date:

Submission To Date:

Populate Grid

Refresh

Customize Find View All First 1-5 of 5 Last						
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date Approve/Deny
AccessionHire	Pending	Eusebio Pedroza	1234567	Mickey Mouse	Sylvester Cat	06/18/2013 Approve/Deny
AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013 Approve/Deny
AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013 Approve/Deny

A listing of all accessions you have been identified for approval will be displayed.

Select **Approve/Deny** for the member you are approving.

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
5	<div><div><div><div><div>Action Request</div><div>Approval/SOD for Accessions</div><div>Darth Vader</div><div><ul style="list-style-type: none">Review hire data in the Request Information box.To approve a Hire Request, press the Approve button.To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.After a Hire Request has been approved, data will be pushed to DA 8.0.</div></div></div><div><div>Request Details</div><div>Employee ID: 1234567</div></div><div><div>Request Approvers</div><div>Approver: 7654321 Sylvester Cat</div></div><div>Comment: <input type="text"/></div><div><div>Approve</div><div>Deny</div></div></div><div><div><div><div><div>Delegation Approval Process: Pending</div><div>View/Hide Comments</div></div><div>One Approval level</div><div><div>Pending</div><div><div> Sylvester Cat</div><div>Initial Approve Action Request</div></div></div></div></div><div><div>Comment History</div><div><div>Mickey Mouse at 05/18/2013 - 2:55 PM</div><div>View History</div></div></div></div></div> <p>You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval.</p> <p>Select either Approve or Deny.</p>

Continued on next page

Accession Approval, Continued



Procedure (continued)

Step	Action
6	<p>Action Request</p> <p><u>Approval/SOD for Accessions</u></p> <p>Darth Vader</p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details</p> <p>Employee ID: 1234567</p> <p>Request Approvers</p> <p>Approver: 7654321 Sylvester Cat</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <p>Delegation Approval Process: Approved</p> <p>One Approval level</p> <p>Approved</p> <p>✓ Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM</p> <p>Comment History</p> <p>Mickey Mouse at 05/18/2013 - 2:55 PM View History</p> <p>If Approved, the Approve/Deny buttons will gray out after system saves the approval.</p> <p>You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.</p>

Accessions – Contract Data

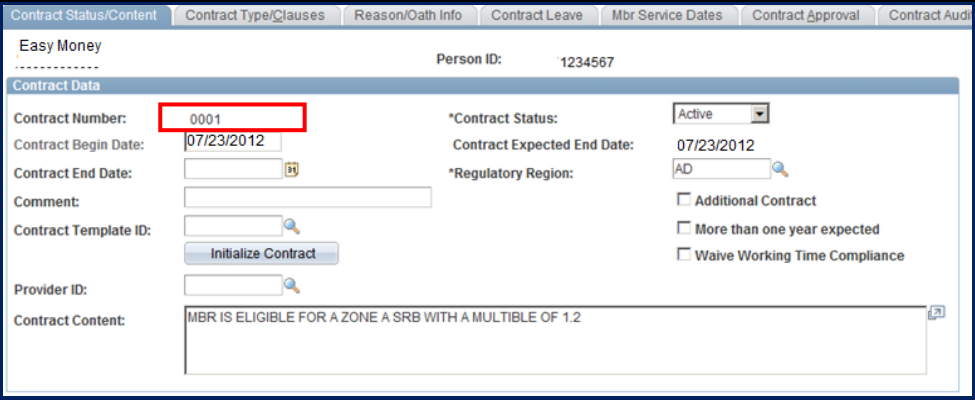
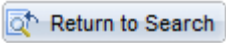
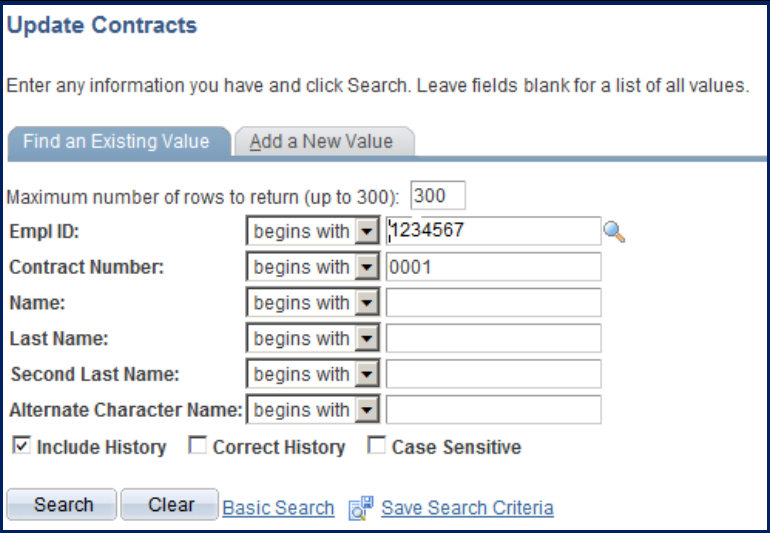
Introduction This section provides the procedure for completing the contract of a Cadet with prior service

Procedure Follow these steps to complete the contract of the Cadet

Step	Action
1	<div><p>From the portal Page, navigate to Contract Data found on the Career Management pagelet</p></div>
2	<div><p>Enter member's EMPLID and click on Find an Existing Value</p></div>

Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	 <p>Contract Status/Content will reveal the current contract number. You should choose the next sequential number (in this example, we see the contract number is 0001: the next number will be 0002)</p>
4	<p>Click Return to Search</p> 
5	 <p>Click Add a New Value and enter the new contract number (see below)</p>

Continued on next page

Accessions – Contract Data, Continued

6

Update Contracts

Find an Existing Value | Add a New Value

Empl ID: 1234567

Contract Number: 0001

Add

Find an Existing Value | Add a New Value

Alter contract number to **0002** (or next sequential number) and click **Add**

7

Contract Status/Content | **Contract Type/Clauses** | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Aud

Easy Money | Person ID: 1234567

Contract Data

Contract Number: 0002 | *Contract Status: Active

Contract Begin Date: 08/15/2013 | Contract Expected End Date:

Contract End Date: | *Regulatory Region:

Comment: | ☐ Additional Contract

Contract Template ID: | ☐ More than one year expected

Initialize Contract | ☐ Waive Working Time Compliance

Provider ID: |

Contract Content: A narrative statement is required

Contract Status/Content page will appear as above
 Ensure Contract Begin date equals new Accession date
Contract Content must be populated with a statement
 Navigate to **Contract Type/Clauses**

Continued on next page

Accessions – Contract Data, Continued

8

Easy Money

Person ID: 1234567

Contract Data

Contract Number: 0002 Begin Date: 08/15/2013 Contract Status: Active

Contract Type: ENL Initial Enlistment

Effective Date: 05/29/2014

Contract Clauses

Seq Nbr: 1 Clause:

Clause Status:

Long Descr:

Comment:

Enter **appropriate** Contract Type from the **drop-down**
 Under Contract Clauses you may select Clause Status (optional/required) and enter any contractual specific comments (i.e. guaranteed school, etc.)
 Navigate to **Reason/Oath info**

9

Easy Money

Person ID: 1234567

Contract Data

Contract Number: 0002 Begin Date: 08/15/2013 Contract Status: Active Expected End Date:

Total Length of Extensions this Enlistment(YMMM): Number of Extensions this Enlistment:

Contract Type: ENL Initial Enlistment

Effective Date: 08/15/2013

Reason/Oath

Contract Term Years/Months/Days: 6

Reason for Extension/Reextension/Retention

Reason: Request of Member Member Signature Date: 08/15/2013

Oath Administrator Information

Name: Roberto Duran City: Boston Military Grade: O6 State: MA

Enter Contract Term Years/Months/Days (this will vary depending upon the situation)
 Select a Reason from the drop-down
 Select Member Signature Date
 Add Name of Oath Administrator, applicable Military Grade and **City/State** where contract was administered
 Navigate to **Contract Leave tab**

Accessions – Contract Data, Continued

10	<div>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval</div> <div>Easy Money</div> <div>Person ID: 1234567</div> <div>Contract Data</div> <div>Contract Number: 0002 Begin Date: 08/15/2013 Contract Status: Active</div> <div>Leave Balances</div> <div>Leave Balance: 59.500000 Cumulative Sold Leave: As of: 08/15/2013</div> <div>Contract Type Find View All First 1 of 1 Last</div> <div>Effective Date: 08/15/2013</div> <div>Contract Type: ENL Initial Enlistment</div> <div>Leave Disposition View All First Last</div> <div>Total Leave to Sell (Days): <input type="text"/></div>
	Enter number of days leave to sell as outlined in current policy Navigate to Mbr Services Dates

Continued on next page

Accessions – Contract Data, Continued

11

Assigned Seniority Dates	
Customize View 12 First 1-15 of 15 Last	
Seniority Date	Labor Seniority Date
ACTIVE DUTY BASE DATE	06/23/2013
AD PAY SCALE DATE	08/15/2013
DEP DATE	
CMA DATE	08/15/2013
CURRENT AD DATE	08/15/2013
DIEMS DATE	07/23/2012
EXPECTED AD TERM DATE	08/14/2019
EXPECTED LOSS DATE	08/14/2021
JOB FAMILY ENTRY DATE	08/15/2013
MIL OBLIGATION COMPL DATE	08/14/2021
PAY ALLOWANCE DATE	08/15/2013
POINTS SWE DATE	
PAY BASE DATE	06/23/2013
DATE OF RANK	08/15/2013
ROTATION DATE	

Click **View All** on Assigned Seniority Dates

Note: these dates should concur with the dates set during the ACCESSION process; if not, return to **Job Data** and verify the dates entered during ACCESSION process are entered correctly.

Navigate to **Contract Approval**

Continued on next page

Accessions – Contract Data, Continued

Step	Action
12	<div><div><div>Contract Status/Content</div><div>Contract Type/Clauses</div><div>Reason/Oath Info</div><div>Contract Leave</div><div>Mbr Service Dates</div><div>Contract Appro</div></div><div>Easy Money</div><div>Person ID: 1234567</div><div><div>Contract Data</div><div>Contract Number: 0002</div><div>Begin Date: 08/15/2013</div><div>Contract Status: Active</div><div><div>Contract Type</div><div>Find View All First 1 of 1 Last</div><div>Effective Date: 08/15/2013</div><div>Contract Type: ENL</div><div>Initial Enlistment</div><div><div>Route for Approval</div><div>Approval Type:</div><div>Approver:</div><div>Dept of Approving SPO: 000210</div><div>Approval Status:</div><div>Approval Date:</div><div>Submit for Approval</div></div></div></div></div> <div>Click on Submit for Approval and approval will be routed to <u>Approving SPO</u></div>

Contract Approval

Introduction

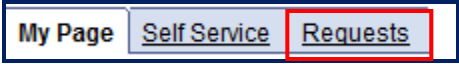



This section provides the procedure for approving a contract.

Discussion

SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

Procedure

Follow these steps to approve a contract

Step	Action
1	 Approver should select Requests
2	 Select View My Requests (all types)
3	 Select Requests I am Approver For and Populate Grid
4	 Click on Approve/Deny

Continued on next page

Contract Approval, Continued

<p>Step</p> <p>5</p>	<p>Action Request</p> <p><u>Contract Approval</u></p> <p><u>Holmes, Larry P.</u></p> <ol style="list-style-type: none"> Please verify the contract data and leave disposition information. If Changes are needed, enter details about changes in the Comments field. Click Approve or Deny button <p>Request Details</p> <table> <tr> <td>Contract Number: 0001</td><td>Contract Type: ENL</td></tr> <tr> <td>Contract Status: A</td><td>Contract Effdt: 07/07/2014</td></tr> <tr> <td>Contract Begin Dt: 07/07/2014</td><td></td></tr> <tr> <td>Expected End Dt: 07/06/2020</td><td></td></tr> </table> <p>Get Details</p> <p>Request Information</p> <table> <tr> <td>Contract Term: 6 Years</td><td>Mbr Signature Date: 07/07/2014</td></tr> <tr> <td>Reason: Request of Member</td><td>SRB Entitlement:</td></tr> <tr> <td>Num Extensions: 0</td><td>EXT Tour Length:</td></tr> <tr> <td>Expect AD TermDt: 07/06/2020</td><td>Expected Loss Date: 07/06/2022</td></tr> <tr> <td>Leave Balance: 0</td><td>Cumulative Sold: 0</td></tr> <tr> <td>Total Leave Sell:</td><td></td></tr> </table> <p>Comment: <input type="text" value="Welcome to the USCG"/></p> <p>Approve Deny</p> <p>Contract Approval</p> <p>Contract Approval: Pending</p> <p>One Level Approval</p> <p>Pending</p> <p> Joseph H. Fraizer SPO Approvers Deptd</p>	Contract Number: 0001	Contract Type: ENL	Contract Status: A	Contract Effdt: 07/07/2014	Contract Begin Dt: 07/07/2014		Expected End Dt: 07/06/2020		Contract Term: 6 Years	Mbr Signature Date: 07/07/2014	Reason: Request of Member	SRB Entitlement:	Num Extensions: 0	EXT Tour Length:	Expect AD TermDt: 07/06/2020	Expected Loss Date: 07/06/2022	Leave Balance: 0	Cumulative Sold: 0	Total Leave Sell:	
Contract Number: 0001	Contract Type: ENL																				
Contract Status: A	Contract Effdt: 07/07/2014																				
Contract Begin Dt: 07/07/2014																					
Expected End Dt: 07/06/2020																					
Contract Term: 6 Years	Mbr Signature Date: 07/07/2014																				
Reason: Request of Member	SRB Entitlement:																				
Num Extensions: 0	EXT Tour Length:																				
Expect AD TermDt: 07/06/2020	Expected Loss Date: 07/06/2022																				
Leave Balance: 0	Cumulative Sold: 0																				
Total Leave Sell:																					
<p>6</p>	<p>Contract Approval</p> <p>Contract Approval: Approved View/Hide Comments</p> <p>One Level Approval</p> <p>Approved</p> <p> Joseph H. Fraizer SPO Approvers Deptd 07/09/14 - 4:38 PM</p> <p>Comments</p> <p>Joseph H. Fraizer at 07/09/14 - 4:38 PM</p> <p>Welcome to the USCG</p>																				

Contract is approved. Member is fully Accessed into USCG